Nursing Home Name: _____   **Administrator:** _____

The undersigned confirm that the nursing home named above is actively working to achieve Year 2000 compliance.

_____   _____
Signature of Nursing Home Executive   Date

Phone (   ) ____ - _____   Fax (   ) ____ - _____ E-Mail _____

The following items identify aspects of achieving readiness for the date transitions. A "no" on any item should generate activity within the nursing home.

1. Nursing Home has completed **an inventory of IT systems and or embedded systems** at all locations. The inventory includes third party components such as hardware, microprocessor-based devices, system software, and application software.
Yes ____ No ____   Sched. Completion Date: _____   NA ____

2. For each item in the inventory, nursing home has defined **criticality** (mission critical, essential, other), assessed Y2K **exposure**, and determined a **Y2K strategy** (e.g., upgrade, retire, remediate, replace).
Yes ____ No ____   Sched. Completion Date: _____   NA ____

3. All **centralized hardware platforms** (database servers, etc) have been checked (firmware, operating systems, and system support software, and third party software) and are compliant.
Yes ____ No ____   Sched. Completion Date: _____   NA ____
Most manufacturers have Internet sites listing tested and compliant products

4. All **PCs, including notebooks**, have been checked (BIOS, operating system, and third party software) and are compliant.
Yes ____ No ____   Sched. Completion Date: _____   NA ____
Most manufacturers have Internet sites listing tested and compliant products.

 5. All **Infrastructure -- LANs and WANs** (servers, network software, messaging systems, hubs, routers, and other network devices) has been checked and found compliant.
 Yes ____ No ____   Sched. Completion Date: _____   NA ____
Most manufacturers have Internet sites listing tested and compliant products

6. All facilities at all locations have been checked for **embedded devices** in environmental and biomedical equipment and are compliant.
Yes ____ No ____   Sched. Completion Date: _____   NA ____

7. All facilities at all locations have been checked for **embedded devices** (e.g., chips or software used to operate/manage HVAC, elevators, lighting, alarm systems) and are compliant.
Yes ____ No ____   Sched. Completion Date: _____   NA ____

8. All **phone and voice mail systems** and related telecommunications devices and software have been checked and are compliant.
Yes ____No ____   Sched. Completion Date: _____   NA ____

9. All major **suppliers of mission-critical items** have been contacted for compliance status.
Yes ____ No ____   Sched. Completion Date: _____   NA ____

10. Nursing Home has developed business continuity and contingency plans for key Year 2000 failure scenarios.

Yes ____No ____   Sched. Completion Date: _____   NA ____

GLOSSARY

BIOS – This is "tech-talk" for "Basic Input and Output System". It refers to a special-purpose processor in all computers. The function of this chip is to manage the movement of data into and out of the computer system. The BIOS is "built in" and often converts the timing clock's pulses into a real-time date and time. Obviously, if it was constructed with a two-digit year, it will be wrong from 1/1/2000 forward.

Business Continuity and Contingency Plans. Plans to deal with potential Y2K failures that could impact the ongoing provision of critical services to clients or patients. Plans should include approaches to continuing services at the minimal acceptable level during the failure, as well as approaches for fixing the failure and bringing the service up to full operation. Plans should address the possibility of failure even though systems have been remediated. Plans should consider and address the impact of potential utility outages.

Compliance. The Massachusetts Government User Group has defined Year 2000 compliance as follows:
"Year 2000 compliant means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology (IT), shall accurately process date/time data if the other information technology properly exchanges date/time data with it."

Embedded Chips -- Special purpose digital processors that are built in to equipment of all kinds. Sometimes these do not use or contain "dates", but almost always have a digital clock that is used to trigger the execution of built-in instructions. In many circumstances the actual results are "unpredictable".

Essential systems – a system or piece of equipment that, while not "mission critical", whose loss would impede efficient operations or require a 'work-around'.

Firmware – The instructions 'built in" to hardware components (E.g. BIOS).

Hardware -- Computer (or other) equipment – distinguished from software.

Key Year 2000 Failure Scenario. A sequence of events that results in a failure of a mission critical service or system, such as loss of power, a medical device failure, or a mission critical system failure.

Mission Critical systems – Refers to the mission of the Nursing Home, and the role of a system or piece of equipment within it. If a failure of technology – embedded chips or an information system – would cripple an operation or functions that are fundamental to the Nursing Home's mission, it qualifies as "mission critical". [Examples: a billing system; an elevator that makes program sites accessible to persons with physical disability; a client database containing service plans or medical data].

Mission Critical Items – in thinking about suppliers, consider those who deliver such things as medical supplies, food (for residential or other food-service programs), laundry service, etc.

Software – Groups of instructions that direct the computer's processing components in accomplishing a set of tasks on behalf of an enterprise. The term includes operating systems (E.g. Windows 95), utilities such as communication software and e-mail, productivity packages like word processing and spreadsheets, and applications developed particularly for one Nursing Home.

Testing – Verifying by experimentation that hardware components, or remediated software, will correctly process dates following the beginning of the next century. Information and aids for testing are available on the Commonwealth's Y2K website -- http://www.magnet.state.ma.us/y2k/

Y2K – a shorthand "tag" for the array of potential difficulties that could arise where Information Systems or their components (computer hardware, operating systems, application software) and automated functions such as elevators, phone systems, using "embedded chips" – special purpose processors. The source of problems is the historic practice of creating processing hardware "clocks" with space for only two digits indicating the year. On January 1, 2000, the "year" in such a "clock" – or date-fields in a software program – would contain "00". In some cases this would be slightly confusing to human users, but acceptable. In other instances, such as aging calculations, sorting by dates, 'date-stamping', or triggering time-based actions the results could be catastrophic.